



Alert Message	Condition	Details for Resolving the Alert
Failed Validations	<p>One or more data fields are in conflict with either the type of form (audio, Braille, etc) OR another data field (Disability Status, etc)</p> <p>OR</p> <p><u>The Form Number is missing or is invalid on the answer document</u></p> <p>OR</p> <p><u>A test was not attempted and no Testing Status was coded</u></p> <p>OR</p> <p><u>A test was attempted and a Testing Status other than # 5 or # 7 was coded.</u></p>	<p>To Resolve:</p> <ol style="list-style-type: none"> <li>1. Click on the student's name.</li> <li>2. Review the message on the screen for details of which fields are not in agreement. &lt;see below for specific details related to a missing or invalid Form Number&gt;</li> <li>3. Click edit and make any necessary changes. (The screen that appears is the Test Specific Details screen. It may be necessary to make changes to the Student Details screen under Student Registration to resolve the alert)</li> <li>4. Click save and check to ensure the alert has been resolved.</li> </ol> <p>To Resolve a Missing or Invalid Form Number:</p> <p>A valid Form Number is required for a test to be scored. The <b>last two digits</b> of the Form Number <b>MUST</b> be entered correctly (e.g., W- - <b>27</b>, or W - - <b>36</b>). If the specific form in a spiral of forms cannot be determined (e.g., W<b>33</b>27, or W<b>51</b>36), the first form number in the spiral may be entered. If it is necessary to reconstruct which form number the student completed, please review the school packing list AND consider which form type the student was administered (Main, Alternate, Large Print, Braille, Audio, Plain English Mathematics, etc.). If the last two digits cannot be reconstructed with confidence, call PEM Support for assistance in locating the test booklet used by the student.</p> <p>In cases where the subject administered to the student cannot be determined by PEMSolutions (i.e. Grade 8 Math vs. Grade 8 Math Cumulative), a test code will be required.</p> <div> <p> <b>Student Test Attempt failed validations</b></p> <p> <b>There are errors in your test data:</b></p> <p>Exclude from ATP: Exclude from ATP Reason:</p> <p>Test Code: Form: Form Type: Form Number:</p> <div> <p><b>After clicking "Edit", the form number may be entered and saved.</b></p> <p>EOC002 Writing W  <input type="text" value="W"/></p> <p><b>The form number is invalid for this administration.</b></p> </div> </div>

Alert Message	Condition	Details for Resolving the Alert
<b>No Student Registration</b>	<p>A paper answer document was submitted for a student who was not registered for the administration.</p> <p>Note: After this alert is resolved, an appropriate test assignment must also be completed. An alert of "No Test Assignment" will appear to prompt this action.</p>	<p>To Resolve:</p> <ol style="list-style-type: none"> <li>1. Highlight the student's STI and copy (right click and select copy or under the Edit menu, select copy).</li> <li>2. Go to Student Registration (shown on the blue bar).</li> <li>3. View By "Unregistered Students"</li> <li>4. Search for student's STI by clicking on the STI filter. Paste the student's STI (right click and select paste or under the Edit menu, select paste).</li> <li>5. IF the student is found, click on the student's name and click Register Student. Another alert will then appear for this student as they must be assigned to the test which they completed.</li> <li>6. IF the student is not found, the student is likely not enrolled in PEMSolutions in a school to which you have access (STC's should contact the DDOT for assistance in finding the student in the division. DDOT's should contact the state for assistance in finding the student.) Once the student is added to PEMSolutions, steps 2 through 5 may be followed.</li> </ol> <p>Note: If the student has never been issued an STI, the student should be added to EIMS to be issued an STI. Once a new STI is generated, this information will be updated in PEMSolutions in approximately 30 min. Steps 2 through 5 may then be completed.</p>

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<b>No Test Assignment</b>	A paper answer document was submitted for a student who was not assigned to this specific test.	<p>To Resolve:</p> <ol style="list-style-type: none"> <li>1. Click on the student's name.</li> <li>2. Look in the white box near the top of the screen to see for which test the alert is related.</li> <li>3. Go to Student Registration (shown on the blue bar).</li> <li>4. View By "Registered Students".</li> <li>5. Locate and click on the student's name.</li> <li>6. Click on the Assigned Groups tab and add the student to a group for the specific test that was alerted.</li> <li>7. Click on the Assigned Tests tab and add a test assignment for the specific test that was alerted.</li> <li>8. Click Save.</li> </ol> <p>Note: For the Writing Administration, this will occur if a Term Graduate student is NOT coded as a Term Grad and a 2<sup>nd</sup> test attempt is processed. If a student is coded as a Term Grad at the time the answer document is processed, the system will automatically generate a new test assignment when the 2<sup>nd</sup> attempt is processed.</p>
<b>Invalid STI</b>	A paper answer document was submitted for a student without a Pre-ID label and the STI field was either blank or was coded with an invalid STI (The STI was less than 10 digits, had 3 or more numbers in a row that were the same, or started with a 9 or a 0).	<p>To Resolve:</p> <ol style="list-style-type: none"> <li>1. Click on the student's name.</li> <li>2. Click Edit.</li> <li>3. Enter the student's correct STI</li> <li>4. Click Save.</li> </ol>

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<b>Invalid Student Attributes</b>	<p>A paper answer document was submitted for a student without a Pre-ID label and although the STI that was coded is a valid STI in the PEMSolutions, the demographics associated with this STI in PEMSolutions do not match the demographics coded on the answer document (First Name, Last Name, Date of Birth, and/or Gender).</p> <p>Note: If the information that was written in Section A of the answer document (Last Name, First Name, etc) is needed to identify the student to whom the test belongs, please contact the PEM Help Desk. PEM staff will be able to locate the hard copy answer document and contact you with that information.</p>	<p>To Resolve:</p> <ol style="list-style-type: none"> <li>1. Click on the student's name.</li> </ol> <p><b>First determine what the correct information is for the student who took the test.</b> The student name shown in the list of alerts and, after clicking on the student's name, the information shown at the bottom of the screen is the data that was coded on the answer document. The information in the white box near the top of that screen is the demographic information in PEMSolutions that is associated with the coded STI. The alert is due to a mismatch of these two sets of information.</p> <p><b>Scenario 1:</b> If, after clicking on the student's name, the information at the top of the screen represents a completely different student than the demographics coded on the answer document, then most likely an error was made when coding the STI on the document. Determine the correct STI for the student who took the test.</p> <ol style="list-style-type: none"> <li>2. Click Edit.</li> <li>3. Enter the correct STI.</li> <li>4. Click Save.</li> </ol> <p><b>Scenario 2:</b> If, after clicking on the student's name, the information at the bottom of the screen very closely matches the information at the top of the screen, then most likely an error was made when coding demographics other than the STI (Last name, first name, date of birth, gender).</p> <ol style="list-style-type: none"> <li>2. Click Edit</li> <li>3. Correct the incorrect data so it matches what is shown in the white box.</li> <li>4. Click Save.</li> </ol> <p><b>Scenario 3:</b> If, after clicking on the student's name, the information at the bottom of the screen does not match the information in the white box at the top of the screen, but the student in the white box at the top of the screen is the student who took the test, then complete the following:</p> <ol style="list-style-type: none"> <li>2. Click Edit</li> <li>3. Correct the incorrect data so it matches what is shown in the white box.</li> <li>4. Click Save.</li> </ol>

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<b>Mismatched Organization</b>	A paper answer document was submitted from an organization (under a header sheet) that is different than the organization under which the student's test assignment exists. (The organization showing on the Resolve Student Test Alerts screen is the organization under which the document was submitted.)	<p>To Resolve:</p> <ol style="list-style-type: none"> <li>1. First determine under which organization the test should be submitted.</li> </ol> <p><b>If the organization showing on the Resolve Student Test Alerts screen is the correct organization</b>, the student must be added to the enrollment for that organization, the wrong test assignment removed, and the correct test assignment added. To complete these steps:</p> <ol style="list-style-type: none"> <li>2. Highlight the student's STI and copy (right click and select copy or under the Edit menu, select copy)</li> <li>3. Go to Student Data (blue tab) and search for the student's STI by clicking on the STI filter. Paste the student's STI (right click and select paste or under the Edit menu, select paste.)</li> <li>4. Click on the student's name.</li> <li>5. Click on the Enrollments tab.</li> <li>6. Verify the student is enrolled in the school under which the test was submitted.</li> <li>7. If not, click Add Enrollment and select the correct school. Be sure to add a new enrollment <u>BEFORE</u> removing an enrollment.</li> <li>8. After verifying the correct enrollment, go to Student Registration and locate the student using the STI.</li> <li>9. Click on the student's name</li> <li>10. Click on the Assigned Tests tab.</li> <li>11. Remove the Test Assignment that is incorrect.</li> <li>12. Click on Add Test and click the appropriate test.</li> <li>13. Click Save.</li> </ol> <p><b>If the organization showing on the Resolve Student Test Alerts screen is incorrect and the test assignment is under the correct organization</b>, then</p> <ol style="list-style-type: none"> <li>2. Click on the check box to the left of the student's name.</li> <li>3. Click the Move Test to Assigned School button on the gold command bar.</li> <li>4. Click OK on the confirmation screen.</li> </ol>